Library Committee Report 2006-07

During the academic year the Library Committee discussed and addressed the following issues:

1) Budget

The committee reviewed the library’s budget proposals for library materials for FY2007-08. The library estimates inflation rates will be 7.52% overall for books, journals, and databases in all disciplines to maintain purchasing power. Because there are multiple library budgets, they vary due to inflation rates (e.g. greater in science than music). Overall, increases average 6%.

The library submitted two Program Improvement proposals:

- Permanent funding for a new integration programmer position. The library is developing digital collections and some of the specialized software tools the library depends on for digital collections and other purposes offer an increasing number of customization options. To continue progress on digital collections and to take advantage of those options we need a dedicated programmer. This position would also serve Information Services by contributing to projects to integrate administrative systems and Web Applications.

- The second proposal was for funding for library materials built into University budgeting for all new faculty positions. This sort of system accommodates both one-time expenditures (e.g. books, videos) and ongoing commitments (e.g., journal subscriptions).

Neither was funded.

2) Library Facilities

Boatwright Library

The committee reviewed renovation progress throughout the year of the B1 and B2 levels of Boatwright Library. After several unforeseen changes and delays, all major work was completed. The renovation project accomplished two goals:

- Increased both quiet individual study space and group study space.
- Provided additional growth space for book collections.

The faculty study on B1 opened in February. It is available for day use by faculty. Faculty should stop by the reference desk for the access code to the study. (Appendix 1) The committee also reviewed, revised, and approved the carrel policy. No substantive changes were made except references to the building renovation changes. (Appendix 2) Sixty lockers were installed and are in use on B1 and B21. The committee made recommendations and approved a use policy for the lockers which included day use. (Appendix 3)

Science Reading Room

The Science Reading Room in the Gottwald Science Center has been in use since March 2006. It includes quiet study space, a select collection of science and math reference books,
and two computers for access to online science information sources. It has a small collection of printed reference works relating to science that are duplicated in the Boatwright science reference collection. Access to the room is by ID card access. It is staffed by the science librarian in the afternoons.

3) Extended Hours

Based on a request form Richmond College Student Government, reviews were conducted with University Police to explore security for B1 and B2 levels for 24/7 access. Security concerns will continue to be investigated and explored with the committee. Opening these floors may necessitate hiring additional security guards.

The committed also discussed the possibility of faculty having “office hours” in Boatwright in the evenings during exam week. This would allow students to have unscheduled one-to-one discussion with their professors as they prepare for a final exam.

4) Jackson Award Approved Changes

The 2006 Jackson Award committee proposed changes and procedures for the 2007 award. The committee discussed these, made slight modifications and approved the changes in February. The committee appointed the jury for the 2007 contest. (Appendix 4)

5) Planning Process

The committee reviewed library planning processes. The library is looking for ways to streamline procedures, eliminate obsolete practices, and reorganize work so that it can accommodate the dramatic increase in digital resources it must manage.

Respectfully submitted,

Kimberlye P. Joyce, Chair
Library Committee 2006-07
Appendix 1

Faculty Study Policy (Announcement)

Boatwright Library invites all faculty to use the new Faculty Study on the library’s B1 level. The Faculty Study—a quiet haven for reading, research, and writing—offers a mix of soft seating and work areas. Bring your laptop or borrow a laptop from the library. Ask for the door’s keypad combination at the library’s main service desk. The study is available for day use. If you need to store research materials, please come to the library’s Administration office on the second floor to obtain a library locker.
Appendix 2

Faculty Carrel Policy

The Library Committee reviewed the summer 2006 renovation plan for the B1 and B2 levels of Boatwright Memorial Library. The project has two goals:

- Increase shelving space for growth of the print collections
- Meet students’ need for additional group and individual study space in Boatwright

These goals must be achieved within existing space. The area occupied by the campus post office will be reclaimed for the library, but there will be no new construction in this project. To achieve these two goals the project will include a massive deployment of mobile compact shelving.

At its February 2, 2006 meeting the Library Committee affirmed that student study space in Boatwright is a higher priority than space for private faculty carrels. At its March 23, 2006 meeting it approved a new policy for faculty carrels. The policy has been designed to offer to as many faculty as possible equitable access to the finite resource of faculty carrels.

1. Existing Practice

Every August the library sends out a call to faculty inviting all who are interested to submit a request for a carrel for either the full academic year or for a semester (see http://library.richmond.edu/services/faculty/carrel.htm.) In previous years demand has uncannily balanced with supply. In the fall of 2005, however, demand exceeded supply.

In several of the past four or five years the library has had carrel requests from faculty who planned to remain in Richmond during a sabbatical and who had to vacate their departmental office to accommodate a visiting professor. The library has given such requests the highest priority.

The time-honored norm at Boatwright has been to assign one faculty member to one carrel for the full academic year. Some have wanted a carrel for only half the year. In a few cases faculty have been willing to share a carrel with another individual.

At present Boatwright Memorial Library has twelve faculty carrels—five on the B1 level, two on the B2 level, and five on the fourth floor of the original library building.

2. Implications of the 2006 Renovation Project

Carrels on B2 will become student study space.

Carrels on B1 will be consolidated into a single Faculty Study. This will be a nicely appointed room able to accommodate several faculty at once. It will include secure space where faculty who use the study frequently over an extended period can keep research materials.

The carrels on the fourth floor of the original Boatwright Library building are not part of the summer 2006 renovation project.

3. New Policy

Faculty Study—The Faculty Study will be available for day use on a first come, first served basis. Faculty who wish to use the Faculty Study will need to check out a key at the library’s main service desk on the first floor. Each faculty member requesting a key will must present their University ID card when requesting a key.
Fourth floor carrels—The carrels on the fourth floor will also be available to faculty for day use on a first come, first served basis. Faculty who wish to use one of the fourth floor carrels will need to check out a key at the library’s main service desk on the first floor. Each faculty member requesting a carrel key will must present their University ID card when requesting a key.

Exception—Each spring the university librarian will ask the deans if any faculty:

- Will be on sabbatical during the following academic year
- Will remain in Richmond for all or most of the sabbatical
- Must vacate their office to accommodate a visiting faculty member
- Would have a more productive sabbatical if they had exclusive use of one of the fourth floor carrels

Faculty members, up to a maximum of five, who meet all of these criteria will be assigned exclusive use of a fourth floor carrel for the period of his/her sabbatical.

4. Effective Date

The policy stated in #3 above will take effect on August 14, 2006.
Appendix 3

Boatwright Memorial Library
Library Locker Policy

The following policies govern use of the public lockers in Boatwright Memorial Library:

1. Lockers are assigned for one semester. (Summer is treated as a semester.)
2. Lockers are assigned to students and faculty working on long-term research projects that require significant use of library materials.
3. Locker assignments are made on a first come, first served basis.
4. The library reserves the right to open lockers to inspect their contents for library materials that have not been checked out. Any such materials found will be returned to their proper locations.
5. Food and drink cannot be stored in lockers.
6. All lockers must be emptied by the end of the semester.
7. If a locker is not vacated by the time its assignment expires, the locker will be opened and its contents removed.
   a. Materials owned by the library will be checked in and returned to their proper locations.
   b. Other items will be held in the library’s lost and found for one week.
8. The University of Richmond assumes no responsibility for the contents of library lockers.
9. This policy is subject to review and revision at the conclusion of each semester.

Faculty and students who would like use of a locker for a semester should contact the library’s administrative assistant in the library’s administration office on the second floor of Boatwright Memorial Library. Applications for lockers must be submitted in person.
Appendix 4

James W. Jackson Award
for Excellence in Library Research in the Social Sciences

PURPOSE AND ELIGIBILITY

The purpose of the award is to recognize and encourage excellence in the use of library research skills in the social sciences.* Juniors and seniors are eligible, based on a research project completed during the spring of 2007 or during the calendar year 2006. Papers previously submitted are ineligible.

The winning paper should demonstrate a depth and breadth of effective use of research materials in the social sciences and clear evidence of thoughtful command of these resources. Excellent research projects which do not make significant use of library research materials (e.g., experimental projects) cannot, regrettably, be considered.

In addition, papers must:

- Be a minimum of 10 pages
- Rely primarily on library resources (e.g. databases, interlibrary loan materials, etc.). Other sources, such as web pages and interviews may certainly be used, but should be supplementary to substantial use of library resources.
- Effectively synthesize information obtained through library research to support thesis
- Utilize a variety of source materials
- Thoroughly cite and reference sources using a consistent style

* Social science disciplines include (but are not limited to) the following: linguistics, communication, cultural studies, geography, sociology, psychology, criminal justice, education, anthropology, economics, political science, and history.

PROCEDURE

Nominations must be made by a faculty member. Each faculty member may nominate one or two students by submitting their research paper(s). Please submit a completed ENTRY FORM (this will be a link to download the form) with each paper.

The deadline for submission is Monday, April 9, 2006 at 12 noon.

Send papers to:

Jackson Award Subcommittee
University Librarian's Office
Boatwright Memorial Library

AWARD

The award consists of a check for $450. If two research projects are selected, the award will be shared and each winner will receive a check for $225. The winner's name will be inscribed on a plaque in Boatwright Memorial Library and will be acknowledged in the Commencement Program.

Up to two additional papers may be awarded a certificate of honorable mention.

Nomination for the Jackson Award is itself a significant achievement, deserving of recognition. The names of all student nominees and nominating professors will be shared with the University of Richmond community.
Entry Form

James W. Jackson Award for Excellence in Library Research in the Social Sciences

Date of Submission: ___________________________________

Title of Submission: ____________________________________

Student Information

Name: ________________________________________________

Email: ___________________________ Phone: _______________________

I am a (check one): ☐ Junior ☐ Senior

Faculty Information

Name: ________________________________________________

Email: ___________________________ Phone: _______________________

Course Name and Semester (for which the paper was originally submitted):

Reason for Nomination (may continue on back of page if needed):

We certify that the enclosed paper is an eligible entry in the James W. Jackson Award for Excellence in Library Research in the Social Sciences student paper competition. We agree that all decisions relating to the competition, including the awarding of prizes, shall be final. We also acknowledge that names of all nominees, faculty sponsors, and competition results will be recognized as a public notice to the University of Richmond campus community.

_________________________ ____________________________
Signature of Faculty Member Signature of Student Author

_________________________ ____________________________
Printed Name of Faculty Member Printed Name of Student Author

Please send entry form with paper to:
Jackson Award Subcommitte, University Librarian's Office, Boatwright Memorial Library
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